

Why the Data are Reported

To gather student information required for Curricular Materials Assistance at the student level fulfilling IC 20-33-5-7. Curricular Materials Assistance (CMA) captures information on students eligible to receive free or reduced price meals through the USDA which also entitles the students to free Curricular Materials (textbooks). IC 20-33-5-2 Identifying and reporting of the student level data allows school corporations, charter schools, and accredited non-public schools to be compensated for curricular materials provided to those eligible students through a line item in the Department of Education's budget.

What the Data Impact

Curricular Materials Assistance distribution

- IC 20-33-5-9 and IC 20-33-5-9.5

Audience

This is a required collection for:

- Public schools (both Traditional and Charter)
 - Charter schools identified under IC 20-24-7-14 (Adult Learner) are not eligible for reporting
- Nonpublic schools participating in the Choice Scholarship program
- Accredited Nonpublic schools not participating in the Choice Scholarship program

Reporting Data Timeline

BEGINS	COUNT DATE	NOTES	CERTIFICATION CYCLE
July 1 each school year	October 1 each school year (or adjacent business day if October 1 falls on a weekend)	Submission Errors, Conflict Resolution, and Informational messages available	Certification (sign-off) November 1 - 5, 2021

When a certification cycle closes and the data are considered final by the state, no corrections or additions are allowed.

Important Information

- Curricular Materials Assistance (CMA) counts for certification will be based upon the October 1, 2021 active student school associations (enrollment) records where the primary school is indicated as "True".
- Schools participating in the Community Eligibility Program (CEP) must determine a student's eligibility for CMA. The CEP is a federal program and is separate from the state's Curricular Materials Reimbursement Program.
- KG to 13 grade level students eligible for free or reduced price meals without regard to the school's participation in USDA Child Nutrition program are eligible for Curricular Materials Assistance.
- Eligibility is determined when a school identifies the family as having a total household income at or below 185% of the poverty line.
- Parents/guardians, or emancipated minors, must have completed the free/reduced lunch application form indicating curricular materials assistance is being requested.
- Parents/guardians, or emancipated minors, may apply for assistance any time during the school year. If the eligibility is determined, the student qualifies for CMA and the fees become the responsibility of the school corporation.
- PK grade level students are not eligible for Curricular Materials Assistance.
- Accredited Nonpublic schools participating in the School Choice program may apply for CMA only IF the tuition and fees charged to eligible choice scholarship students do not include CMA costs.
- Students found eligible for CMA cannot be charged textbook/material fees from the school corporation. The school incurs the cost instead of requiring the student to pay the cost and then reimbursing the student.

Important Information cont'd

- Regarding ALL students regardless of a student's eligibility for CMA:
 - Schools may request parents/guardians or emancipated students to pay the balance of fees not covered by reimbursement from the state; but, schools CANNOT pressure, require, or mandate the balance be paid.
 - Schools cannot withhold textbooks or supplies, require any special services from a student, or deny any benefit or privilege. IC 20-33-5-11
 - Schools cannot withhold diplomas, report cards, transcripts, pre-paid school pictures, or any other services.
 - Schools have no recourse (collection agency) for unpaid fees against parents/guardians or emancipated students that were either eligible or ineligible for CMA. Past Due or Final Billing notices are not appropriate.
- School governing bodies should adopt a policy concerning the allocation of CMA funds that remain after applying the per student amount.

Allowable Costs

Allowable costs are typically consumable materials that are used for instruction or for supplementing instruction. This also includes Developmentally appropriate materials used in lieu of the purchase of curricular materials if materials are not used for instruction such as laboratories and children's literature programs for eligible KG to 3rd grade students.

- Allowable costs include, but are not limited to:
 - Standard workbooks
 - Activity logs
 - Practices sets, instructional materials used for high ability or special education students
 - High ability or special education books selected locally
 - Computer software that is part of an adopted textbook
 - Computer software (copyrighted material) used by student for no more than one (1) school year which supplements a textbook (claimed as a workbook/consumable)
 - Consumable Kit Materials if part of an adopted curricular materials (original purchase price as a textbook and additional materials needed/replaced as consumable)
 - Manipulatives
 - Authentic literature
 - Materials used for laboratory courses

Non-Allowable Costs

Non-allowable costs are typically non-consumable materials that are used for instruction or for supplementing instruction.

- Non-allowable costs include, but are not limited to:
 - Teacher generated materials for the general education classroom
 - Weekly Readers (unless used for high ability or special education students)
 - Dictionaries and thesauruses (unless used for high ability or special education students)
 - Miscellaneous supplies
 - Fees
 - Testing materials of any kind
 - Computer software that is not part of an adopted textbook or copyrighted material used by students for not more than one (1) year

Claims

- Curricular Materials used by more than one student (shared, used on a quarter or semester basis or classroom sets) must have the cost of the material prorated.
 - To obtain a per pupil cost of material, take the total cost of the curricular materials and divide by the number of students using the materials or kits.
- Curricular Materials used for two separate semesters by two different students must have only half the cost assessed to each student.
- Curricular Materials used for only one semester and is shelved for the other semester allows the full cost of the materials used.
- Flat fees may only be used for special education students attending a cooperative. Flat fee charges for instructional materials from a cooperative should be shown on the claim under consumable instructional materials.
 - NOTE: only the fee for materials may be claimed; this does not include tuition payments.

Claims Submission

- Submission of Curricular Material cost will be provided through JotForm beginning October 1, 2021.
- Submission of Curricular Material cost JotForm must be completed and submitted by October 31, 2021.
- Grade levels of eligible students are not provided on the JotForm (claim form).
- Amounts for each claim area may be provided in dollars and cents.
- Each section/column will automatically total as dollar amounts are entered providing a total reimbursement amount.
- Only report costs for eligible students with an active enrollment and curricular materials reimbursement and school food service program records.
- Schools that are not requesting reimbursement and have provided student records with school food service program records:
 - Enter 'zero' in the curricular materials costs section
 - Error messages will be provided if the claim form fields are left blank
- Schools must complete the claim form in one sitting with both LEA or School Administrator and Finance Administrator signing the claim form.
 - A confirmation email will be sent to the email address provided.
 - The confirmation email will include a snapshot of the amounts and data fields.
 - Save the confirmation email for the school files.
- Schools may edit data after the submission if corrections are needed.
 - Click the 'edit' link in the confirmation email received from IDOE.
 - Make any necessary corrections, LEA or School Administrator and Finance Administrator sign the corrected form, and submit.
- CONFIRMATION EMAILS not received - may be due to an incorrect email address provided. Make sure to provide an accurate email address.
- Printable Form: Using Internet Explorer, the claim form can be printed or a screenshot can be taken of the JotForm before closing.

Instructions and Information

Student Record:

- A Student record including:
 - STN
 - Student Demographic Information
 - Student Address
 - Student Characteristics of Foster, Military
 - EL Proficiency Level & Instrument Used
 - US Initial School Entry Date

Refer to the [Data Exchange Student Reporting](#) document for detailed instructions on providing student records.

Student School Associations Record:

- A Student School Associations (enrollment) record must exist in order to append a Student Program Associations-Curricular Material Reimbursement and School Food Services record
 - Refer to the Data Exchange Enrollment Reporting document for detailed instructions on providing student school associations (enrollment) records including:
 - reporting correct entry dates
 - reporting correct exit dates
- Report Primary School as “True” or “False” accurately (see guidance on page 4 of Enrollment Reporting doc)
 - **Primary = True**
 - **Primary = False**
 - Identifying the primary school accurately will assist with conflicts; two schools reporting “True” will create a conflict.
- Report Grade Level

Student Parent Association Record (includes guardians):

- A Student Parent Associations record must be provided when a student is reported with a Curricular Material Reimbursement program record.
- Report the student unique identifier (STN)
- Report the parent Id (internal parent Id created by the school)
 - NOTE: Parent Id is interchangeable with Guardian; Guardian qualifies as reporting with Parent Id
 - the parent Id is not tracked by IDOE when a student is mobile between schools
 - the parent Id does not have to ‘match’ or ‘travel’ with the student
- Report the parent’s First Name and Last Name
- Report Lives With as ‘True’ or ‘False’ to identify if the student lives with a parent or guardian
- Student Parent Association only requires one Parent (guardian) record to be provided
- Schools may provide more than one record but only one record is required

Student Program Associations Record:

IMPORTANT NOTE: Students must have an active School Food Services program in either School Food Services Free Lunch or School Food Services Reduced Price Meals to also provide a Curricular Material Reimbursement program record. (refer to Pupil Enrollment reporting document for providing School Food Service program records)

- Report (one record per school year) accurate Student Program Associations for Curricular Material Reimbursement when a student is eligible for:
 - Curricular Material Reimbursement
- Students reported with an active school association (enrollment) record where the school is identified as primary ‘true’ on October 1st AND the Curricular Material Reimbursement program will be included in the Curricular Materials Assistance certification summary.
- Students reported with an inactive school association (enrollment) record AND the Curricular Material Reimbursement program on October 1st will not be included in the Curricular Materials Assistance certification summary.
- Report an accurate begin date when the student is eligible for Curricular Materials Assistance.
- Report an accurate exit date when the student exits or withdraws from the school or End of Year. Exit code will be 99 (no longer qualifies) or End of Year (EOY).
- **DO NOT** report a Student Program Associations record for Curricular Material Reimbursement if the student is not eligible or parents/guardians have not indicated a request for curricular materials assistance.

Students not reported with a Curricular Reimbursement Program Association:

- Students not eligible for School Food Services Free/Reduced lunches
- PK students
- Students whose parents/guardians have declined Curricular Materials Assistance

Conflict Resolution

- Curricular Material Reimbursement Conflicts occur when two or more schools submit student school associations (enrollment) records with the same or overlapping dates for the same STN where both schools are identified as primary “True”.
- Records creating a conflict will cause the student to have a status of ‘excluded’ for certification in **ALL** the conflicting schools. Conflict records not resolved will not be counted in **ANY** school’s certification totals.
- Conflicts are to be resolved in a timely manner.
- To resolve conflicts:
 - Verify accuracy of data in the school’s SIS and if needed make any necessary corrections.
 - Enrollment records cannot have matching entry/exit dates between two schools. Students cannot be reported as actively enrolled in more than one school on any given date.
 - Contact the school provided in the conflict message to resolve any necessary data corrections.
 - Utilize the Data Exchange Contact report found on the Overview tab to locate the person and email to assist with resolving the conflict.

Terms

Student School Association:

- Enrollment record – associates the student to the school with entry/exit dates and grade level of the student for certification of English Learner program associations

Primary School:

- Primary School = True – Student is enrolled and attending the majority of their day
- Primary School = False – Student is enrolled and attending less than the majority of their day

Student Program Association for Curricular Material Reimbursement:

- Associates the student for reporting the Curricular Material Reimbursement program.

Curricular Material Reimbursement Program Reporting Codes

- Allowable Curricular Material program codes can be found under Resources on the Curricular Materials Assistance reporting page in the Data Exchange Knowledge Hub website.

Curricular Materials Assistance Certification: (complete by October 15, 2021)

- All Curricular Material Reimbursement conflicts are resolved
- Verify accuracy of student counts by grade level

Data Elements

The following data elements are required to successfully complete Curricular Materials Assistance (TB) reporting.

- Schools having connection to Data Exchange API with their SIS vendor: Data Elements 1 and 2 are “building blocks” and should already exist from data reporting of student (STN) and student school associations (enrollment) records. Data Element 3-Student Program Association for Curricular Material Reimbursement is the final requirement to complete Curricular Materials Assistance (TB) for certification.
- Schools without connection to Data Exchange API with or without a SIS vendor: Data Elements 1 - 3 will be required to complete Curricular Materials Assistance (TB) for certification.

1. Student Record including:
 - STN
 - Student Demographic Information
 - Student Address
 - Student Characteristics of Foster, Military
 - EL Proficiency Level & Instrument Used
 - Date of entry into US schools

2. Student School Associations (school enrollment) including:
 - Student Grade Level
 - Student Entry Date
 - Student Exit Date and Exit reason if applicable
 - Primary Educational Entity - True/False
3. Student Program Associations including:
 - Program Ed Org Id
 - Program Type and Name (Curricular Material Reimbursement)
 - Program Begin Date
 - Program End Date and Reason Exited if applicable
4. Student Parent Association
 - STN
 - Parent Id
 - Parent First and Last Name
 - Lives With ('true' or 'false')

Reporting Templates

Schools without a SIS Vendor, an Indiana Ed-Fi Certified SIS Vendor, or not connected and onboarded will need to utilize the following templates to upload the additional required data via the Data Exchange Validation Portal:

- 021-StudentProgram_StudentProgramAssociations
- 016-Student_StudentParentAssociation

The templates can be found on the Curricular Material Assistance reporting page in the Data Exchange Knowledge Hub website under Templates.

Training and utilization of the template is provided in the IDOE Moodle “Data Exchange Training and Community” course.

Validation Results - Error Messages

1. Student is not counted for Curricular Material Assistance, inactive or no enrollment record in the School Food Services program.
 - a. Students must have an active program record in School Food Services identifying the student qualifies for either Free or Reduced Price lunches. Make sure the student has an active School Food Service program record.
2. Student lives with Parent/Guardian is required.
 - a. Students must have a record from the SIS or template record provided showing either 'True' or 'False' of living with a parent or guardian. IDOE requires a minimum of one student parent association record.

References

A support ticket can be submitted at the following <https://help.doe.in.gov>

2021-2022 Curricular Material [Memo](#) School corporations and charter schools

2021-2022 Curricular Material Sample [JotForm](#) School corporations and charter schools

2021-2022 Curricular Material [Memo](#) Nonpublic schools

2021-2022 Curricular Material Sample [JotForm](#) Nonpublic schools

Department of Finance DOEttextbooks@doe.in.gov

Data Exchange Enrollment Document Change History

Version	Change History
10.4.21	Creation of Curricular Materials Assistance Reporting Guidance via Data Exchange
	2021-2022 School Year